



**DEBRA BOWEN** | SECRETARY OF STATE | STATE OF CALIFORNIA  
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February 12, 2014

The Honorable Mark Leno, Chairman  
The Joint Legislative Budget Committee  
1020 N Street, Room 553  
Sacramento, CA 95814

Mr. Michael Cohen, Director  
Department of Finance  
915 L Street  
Sacramento, CA 95814

Dear Senator Leno and Mr. Cohen:

Attached is my January report on the progress made on reducing the processing time for business filings, in accordance with the Budget Act of 2013 (Chapter 20, Statutes of 2013). You can find previous reports posted on my website at [www.sos.ca.gov/admin/reports/bus-filing-processing-time-report.htm](http://www.sos.ca.gov/admin/reports/bus-filing-processing-time-report.htm). If you have any questions about this report, please feel free to contact me at (916) 653-7244 or have your staff contact my Deputy Secretary of State for Legislation, Bart Broome, at (916) 653-6774.

Sincerely,

A handwritten signature in blue ink that reads "Debra Bowen".

Debra Bowen  
Secretary of State

Attachment

cc: Ms. Diane Boyer-Vine, Legislative Counsel

February 12, 2014

## Secretary of State's Report to Department of Finance and Joint Legislative Budget Committee

The Business Programs Division Backlogs Finance Letter was approved and incorporated into the Budget Act of 2013 (Chapter 20, Statutes of 2013). The Budget Act of 2013 requires the Secretary of State to report on the 15th of each month to the Department of Finance and the Joint Legislative Budget Committee (JLBC) on the progress made on reducing the processing time for business filings.

This is the report for January 2014, and covers the period of January 1, 2014, through January 31, 2014.

<b>Document Processing</b>	<b>Business Entities</b>	<b>Statements of Information</b>
Processing Times as of January 1, 2014	5 days	3 days
Processing Times as of January 31, 2014	5 days	3 days
Average Processing Times	5 days	4 days

<b>Document Processing</b>	<b>Business Entities</b>	<b>Statements of Information</b>	<b>Total</b>
Documents in Processing as of January 1, 2014	11,173	9,397	20,570
Documents Received during This Reporting Period	42,515	44,782	87,297
Documents Processed during This Reporting Period*	48,668	45,138	93,806
Documents Awaiting Processing as of January 31, 2014	5,020	9,041	14,061
Documents Received since May 1, 2013	324,797	391,948	716,745
Documents Processed since May 1, 2013	345,440	460,987	806,427
Preclear/Expedites Processed during This Reporting Period	3,618	144	3,762
Preclear/Expedites Processed since May 1, 2013	37,909	2,562	40,471

<b>Staffing</b>	<b>Permanent</b>	<b>Limited Term</b>	<b>Total</b>
BPD FY 2013/14 Authorized Positions	273.1	54.0	327.1
Filled Positions as of January 31, 2014	259.1	43.0	302.1
Vacant Positions as of January 31, 2014	14.0	11.0	25.0
Estimated Average Vacancy Rate for this Reporting Period	4%	28%	8%

<b>Staffing</b>	<b>Total</b>
Number of Temporary Workers	126
Hours Worked by Temporary Workers during This Reporting Period	13,041
Temporary Hours Worked since May 1, 2013	103,915
Overtime Hours Worked during This Reporting Period	1,635
Overtime Hours Worked since May 1, 2013	25,706

\* Documents Processed includes Preclear/Expedite requests processed.

The processing times shown for the first and final day of the reporting period are snapshots in time. Throughout the month, the processing times fluctuate daily depending on the number of documents received each day (some days have higher volumes than others) and the number of documents processed. All days are reported in business days.